

| | | | | | |
|--|--|--|-----------|---|--------|
| United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET | | 1. DUTY LOCATION Atlanta, GA | | 2. POSITION NUMBER (b) (6) | |
| 3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position GSSG 6/98; JFS GS-400 9/05; JFS GS-800 11/08; JFS 1300 12/97 | | | | | |
| b. Title | | c. Pay Plan | d. Series | e. Grade | f. CLC |
| Official Allocation * Supervisory Environmental Engineer | | GS | 0819 | 14 | 001 |
| 4. Supervisor's Recommendation Supervisory Environmental Engineer | | GS | 0819 | 14 | |
| 5. ORGANIZATIONAL TITLE OF POSITION (if any) | | 6. NAME OF EMPLOYEE (b) (6) | | | |
| 7. ORGANIZATION (Give complete organizational breakdown) | | e. NPDES Permitting Section | | | |
| a. U.S. ENVIRONMENTAL PROTECTION AGENCY | | f. | | | |
| b. Region 4 | | g. | | | |
| c. Water Protection Division | | h. Employing Office Location Atlanta, GA | | | |
| d. NPDES Permitting and Enforcement Branch | | i. Organization Code TOAD0004 | | | |
| 8. SUPERVISORY STATUS | | | | | |
| <input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position. | | | | | |
| 9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. | | | | | |
| a. Typed Name and Title of Immediate Supervisor (b) (6) | | d. Typed Name and Title of Second-Level Supervisor (b) (6) | | | |
| 10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. | | | | | |
| a. Promotion Potential X This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: | | | | | |
| b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | c. Financial Disclosure Form X OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required | | d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent | |
| e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Executive | | f. Functional Classification Code 92 | | | |
| g. Bargaining Unit Code 8886 | | h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (48% of time) <input type="checkbox"/> This position is subject to random drug testing () | | i. Classifier's Signature Keri Quinn | |
| j. Date 9/30/14 | | | | | |
| 11. REMARKS * Interdisciplinary 8/19/401/1301 WM-14-102 | | | | | |

INSTRUCTIONS

I. ITEMS

- 1) DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) POSITION NUMBER:** To be completed by Human Resources Office or Shared Service Center.
- 3) CLASSIFICATION ACTION:** To be completed by Human Resources Office or Shared Service Center.
- 4) SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.
- 9) SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office or Shared Service Center.
- 11) REMARKS:** To be completed by Human Resources Office or Shared Service Center.

II. ADDITIONAL INSTRUCTIONS

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your Human Resources Office or Shared Service Center.

III. DISTRIBUTION

Original to official position description file in the Human Resources Office.
Copy to Official Personnel Folder (OPF)
Copy to Employee

SUPERVISORY ENVIRONMENTAL ENGINEER, GS-0819-14

POSITION SUMMARY:

As a First-Level Supervisor you will:

- Plan, organize, and direct the activities of the organizational unit, ensuring that they comply with legal and regulatory requirements and meet customer needs;
- Exercise supervisory personnel management responsibilities;
- Represent the Agency with a variety of functional area organizations;
- Serve as a technical advisor and assistant to the Second-Level Supervisor on issues pertaining to the implementation of the CWA NPDES program for municipal, industrial and CAFO permits.

ORGANIZATIONAL UNIT LOCATION:

- USEPA Region 4, Water Protection Division, NPDES Permitting and Enforcement Branch, NPDES Permitting Section.

ORGANIZATIONAL OBJECTIVES:

- Ensures implementation of the Region's CWA NPDES permit programs for all regulated point sources except for those related to Municipal Separate Storm Sewer Systems (MS4) and Construction-related Stormwater permit programs.
- Ensures implementation of the Region's CWA NPDES permit program for Concentrated Animal Feeding Operations (CAFOs).
- Ensures authorized state NPDES programs are consistent with federal regulations and reviews high priority state permits to ensure appropriate water quality and technology-based effluent limits are included in the permit.
- Ensures TMDL provisions related to municipal and industrial point sources are implemented through appropriate NPDES permits.
- Issues, reissues, and modifies non-delegated NPDES permits such as those for Tribes and ocean discharges, including off-shore oil and gas facilities.

MAJOR DUTIES AND RESPONSIBILITIES:

DUTY 1

40%

Plan, organize, and direct the activities of the organizational unit, ensuring that they comply with legal and regulatory requirements and meet customer needs.

Develop goals and objectives that integrate program and organizational unit objectives. Research, interpret, analyze and apply laws, regulations, and other guidance applicable to the organizational unit. Establish policies and procedures for accomplishment of applicable programmatic commitments and goals. Plan and schedule work in a manner that promotes a smooth flow and even distribution. Coordinate, plan and schedule with other organization managers and customers as appropriate. Identify need for changes in priorities and take action to implement such changes. Plan work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules. Assign work to subordinate employees based on organization priorities, consideration of difficulty, and requirements of assignments such that the experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Balance workload and provide advice, guidance, and direction on a wide range of technical activities and administrative issues. Structure assignments to create effective and economical positions. Coordinate with other organization managers and customers as appropriate. Review organizational unit mission, functions, and manning. Identify requirements and initiate requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Provide advice to supervisor on significant issues and specific problems related to work accomplishment. Establish metrics and analysis systems to ensure actions are timely and reviewed at critical points. Accept, amend, or reject work presented by subordinates. Perform self-inspection and present detailed and comprehensive report with any corrective action taken to supervisor. Follow-up to ensure complete and quality resolution of discrepancies. Assess and revise policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work.

DUTY 2

30%

Exercise supervisory personnel management responsibilities. Advise and provide counsel to employees regarding policies, procedures, and directives of management. Select or recommend selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives. Develop, modify, and/or interpret performance standards. Explain performance expectations to employees and provide regular feedback on strengths and weaknesses. Hold employees responsible for satisfactory completion of work assignments. Appraise subordinate workers performance ensuring consistency and equity in rating techniques. Recommend awards when appropriate and approve

within-grade increases. Hear and resolve employee complaints and refer serious unresolved complaints to higher level management. Initiate action to correct performance or conduct problems. Effect minor disciplinary measures such as warnings and reprimands and recommend action in more serious disciplinary matters. Prepare documentation to support actions taken. Identify employee developmental needs and provide or arrange for training (formal and on-the-job) to maintain and improve job performance. Encourage self-development. Approve master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Demonstrate sensitivity to ideas of subordinates. Promote an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharge security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material such as Confidential Business Information (CBI) or Personal Identifiable Information (PII). Recognize and take action to correct situations posing a threat to the health or safety of subordinates. Apply EEO principles and requirements to all personnel management actions and decisions, and ensure all personnel are treated in a manner free of discrimination. Periodically review position descriptions to ensure accuracy, and the most effective utilization of personnel resources. Explain classification determinations to subordinate employees.

DUTY 3

20%

Represent the Agency with a variety of functional area organizations. Establish, develop, and maintain effective working relationships with high level officials within and outside of the Division and Region and in EPA Headquarters; high level officials of other Federal, state and local agencies; key representatives in private industry or public municipalities; engineering and environmental consultants; and officials in National, state and local environmental and public action groups. Meets with key customer and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and resolve problems that arise. Provides or ensures that subordinates provide customer guidance and training. Participates in special projects and initiatives and performs special assignments. Identifies the need for special projects and initiates milestones and goals. Evaluates reports by analyzing facts and performing appropriate research and prepares detailed responses. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Researches and determines or recommends appropriate actions or interpretation of issues that impact organizational unit, branch/office, division, or agency.

DUTY 4

10%

Serve as a technical advisor and assistant to the Second-Level Supervisor on issues pertaining. Advises, plans, and/or reviews specific problems, programs, and policies and develops new or improved techniques and solutions related to the implementation of the CWA NPDES permitting program. Identifies and proposes

solutions to problems for which current information is inconclusive, or is in the form of suppositions or theories regarding efficacy in treating resource-oriented problems.

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSAs):

1) Knowledge of concepts, principles, and practices of Life Science, Physical Science, or Environmental Engineering sufficient to provide supervisory oversight for the administration of the municipal and industrial NPDES program, and Concentrated Animal Feeding Operations programs with regard to NPDES permitting activities.

2) Knowledge of guidance related to the implementation of the rules and regulations under the Clean Water NPDES Permitting program and EPA responsibilities under the Clean Water Act.

3) Ability to lead staff by evaluating work performance and giving advice, counsel, and instruction.

4) Skill in oral communication;

5) Skill in written communication;

6) Ability to advise on technical issues pertaining to the application of new theories and developments in one of the previously mentioned disciplines to the solution of critical resource assessment and planning problems. Identifies and proposes solutions to problems for which current information is inconclusive, or is in the form of suppositions or theories regarding efficacy in treating resource-oriented problems.

FACTOR LEVEL DESCRIPTIONS:

Factor 1 - Program Scope and Effect Level 1-3 (550 Points)

The Incumbent oversees the organizational unit's programs which encompass an entire Region. The portions of major programs performed within the organizational unit are of a complex, regulatory and/or scientific nature, significantly impacting the conduct of Branch/Office, Division and Regional Agency business with other state and local governments and municipalities, and segments of the regulated community and the general population within the Region.

Factor 2 - Organizational Setting Level 2-2 (250 Points)

The employee is accountable to a position that is one reporting level below the first SES position in the direct supervisory chain.

Factor 3 - Supervisory and Managerial Authority Exercised Level 3-2 (450 Points)

The incumbent plans and schedules work to be accomplished by subordinates, sets and adjusts short-term priorities; assigns work in consideration of employee skills and mission requirements; reviews work assuring accuracy requirements are met; develops performance standards and rates subordinates' performance; advises employees on work and administrative matters; implements methods and procedures to improve organizational performance; and identifies and provides for employee training and development. The employee also recommends selection of candidates for positions; recommends position structure changes; approves leave; takes disciplinary actions and hears and resolves formal employee complaints and grievances as delegated by higher level management; and assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work.

Factor 4 - Personal Contacts

SUBFACTOR 4A - NATURE OF CONTACTS Level 4A-3 (100 Points)

Personal contacts include high level officials within and outside of the Division and Region and in EPA Headquarters; high level officials of other Federal, state and local agencies; key representatives in private industry or public municipalities; engineering and environmental consultants; and officials in National, state and local environmental and public action groups. Such contacts may involve telephone or personal contacts, small group meetings and public meetings or presentations.

SUBFACTOR 4B- PURPOSE OF CONTACTS Level 4B-3 (100 Points)

The purpose of contacts is to justify, defend, inform or negotiate in representing the organizational unit directed, in obtaining or committing resources, and in gaining compliance with established policies or regulations. Contacts usually involve active participation in conferences, meetings, audits or presentations involving problems or issues of considerable consequence or importance to the organizational unit managed.

Factor 5 - Difficulty of Typical Work Directed

The position is responsible for providing direction and supervision over work at the:

- GS-13 Level **Level 5-7 (1030 Points)**

which best characterizes the nature of the basic, mission oriented, nonsupervisory work performed in the organizational unit and which constitutes 25 percent or more of the workload (not positions or employees) of the organizational unit.

Factor 6 - Other Conditions

Supervision and oversight involve significant and extensive coordination and integration of a number of important projects or program segments of professional, scientific, and technical, work comparable in difficulty to the:

- GS-13 level. **Level 6-6 (1325 Points)**

Supervision also involves major recommendations which have a direct and substantial effect on the organization and projects managed, for instance, where there are significant internal and external program and policy issues involving close coordination and integration of program efforts; restructuring, reorienting or revising immediate and long range goals, objectives, plans, and schedules to meet substantial changes in program activity and/or funding; determinations of projects or program segments to be initiated, dropped, or curtailed; or resources to devote to particular programs.

TOTAL POINTS: GS-14 Grade Range: 3605 - 4050 : 3805

Risk Designation:

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

| Employee Information | | Percentage of Time Spent on Extramural Resources Management | |
|----------------------|------------------------------------|---|--|
| Name | (b) (6) | | This position has no extramural resources management responsibilities. |
| Position Number | | ✓ | Total extramural resources management duties occupy less than 25% of time. |
| Title | Supervisory Environmental Engineer | | Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description. |
| Series/Grade | GS-0819-14 | | Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description. |

When this checklist is used as an amendment to a position description, the following signatures are required:

| | | | |
|----------------------------------|--------------------|------|---------|
| Supervisor's Signature | (b) (6) | Date | 8/18/14 |
| Personnel Specialist's Signature | <i>Kim Cunniff</i> | Date | 9/30/14 |

Part 1. Contracts Management Duties

| | |
|--|--|
| Pre-award: <input type="checkbox"/> Plans Procurements <input type="checkbox"/> Estimates Costs <input type="checkbox"/> Obtains funding commitments <input type="checkbox"/> Prepares procurement requests <input checked="" type="checkbox"/> Writes statements of work <input checked="" type="checkbox"/> Reviews statements of work <input type="checkbox"/> Processes unsolicited proposals <input type="checkbox"/> Responds to pre-award inquiries <input type="checkbox"/> Participates in pre-award conferences <input type="checkbox"/> Conducts technical evaluation of proposals <input type="checkbox"/> Participates in debriefing/protests <input type="checkbox"/> Other (lists) | <input type="checkbox"/> Monitors management and performance of delivery orders/work assignments after award <input type="checkbox"/> Defines scope of work for work assignments <input type="checkbox"/> Approves payment requests of ACH drawdowns <input type="checkbox"/> Manages cost-reimbursement contracts <input type="checkbox"/> Reviews invoices <input checked="" type="checkbox"/> Inspects and accepts deliverables <input type="checkbox"/> Other (list) Close-out: <input type="checkbox"/> Writes reports on contractor performance, costs, and tasks performed <input type="checkbox"/> Reconciles payments with work performance <input type="checkbox"/> Closes-out payments <input type="checkbox"/> Performs cost accounting <input type="checkbox"/> Provides assistance to Contracting Officer in settling claims <input type="checkbox"/> Other (list) |
| Post-award: <input type="checkbox"/> Prepares delivery orders <input type="checkbox"/> Reviews contractor work plans <input checked="" type="checkbox"/> Reviews contractor progress reports <input type="checkbox"/> Monitors government-furnished property <input type="checkbox"/> Monitors cost, management, and overall technical performance of contract after award | Percentage of Time Spent on Contracts Management <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; margin: 0 10px;">2</div> <div style="margin: 0 10px;">%</div> </div> |

Continued

Part 2. Grants/Cooperative Agreements Duties**Pre-application/Application:**

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for area of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☒ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☒ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

Project Management/Administration:

- ☒ Monitors recipient's activities and progress
- ☒ Reviews reports and deliverables and notifies recipient of comments
- ☐ Provides technical assistance to recipients

Part 3. Interagency Agreements Duties**Pre-Agreement:**

- ☒ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☒ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

Project Management/Administration:

- ☒ Reviews progress reports/financial reports

☒ Advises Grants Management Office of potential problems/issues

☐ Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions

☐ Approves payments requests or ACH drawdowns

☐ Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office

☐ Negotiates amendments

☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)

☐ When necessary, recommends termination of the agreement

☐ Resolves with Grants Management Office administrative and financial issues

☐ Conducts periodic reviews to ensure compliance with agreement

☐ Other (list)

Close-out:

☐ Certifies deliverables were satisfactory and timely

☐ Provides assistance to recipients and Grants Management Office to ensure timely close-out

☐ Reconciles payment with work performed

☐ Notifies recipient of close-out requirements

☐ Obtains legal assistance if necessary to resolve incomplete close-out

☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations

☐ Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management

2 %

☒ Monitors cost management and overall technical performance

☐ Participates in decisions about project modification/termination

☐ Conducts periodic review of Superfund State

☐ Contracts payments receipts (Superfund only)

☒ Inspects and accepts deliverables

☐ Other (list)

Close-out:

☒ Reviews final report

☐ Decides on disbursement of equipment

☐ Reconciles payments with work performed

☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)

☐ Certifies deliverables

☐ Resolves close-out issues with Grants Management Office/other agency

☐ Other (list)

Percentage of Time Spent on Interagency Agreements Management:

2 %



United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

Position Risk Designation Checklist

AAship/Region: Region 4 Type of Action: Reassignment SF 52 Request No.: WM-14-

Position Title/Series/Grade: Supervisory Environmental Engineer/GS-0819-14

Full Performance Level (FPL) of Position: GS-14
(Risk designation is based on FPL)

Functional Title (if applicable): Chief
(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: 14BV04A0013. (Your Service Agreement Account Owner can help you with this.) **Please Note:** This SF 52 action will not be processed unless the service agreement number is provided.

DIRECTIONS: Hiring officials or supervisors must complete this form for **all** personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☐ Yes ☒ No
What is the name of the incumbent of the above position? _____
If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☐ Yes ☒ No
If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

NOTE: Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- | | |
|--|--|
| <input type="checkbox"/> Attorney—Moderate | <input type="checkbox"/> IT Specialist (Enterprise Architecture)—Moderate |
| <input type="checkbox"/> Bench Scientist, such as chemist, biologist, etc.—Moderate | <input type="checkbox"/> IT Specialist (Internet)—High |
| <input type="checkbox"/> Contract Project Officer—Moderate | <input type="checkbox"/> IT Specialist (Network Services)—High |
| <input type="checkbox"/> Contract Specialist—Moderate | <input type="checkbox"/> IT Specialist (Operating System)—High |
| <input type="checkbox"/> Criminal Investigator (all grades, all positions)—High | <input type="checkbox"/> IT Specialist (Policy and Planning)—Moderate |
| <input type="checkbox"/> Deputy Division or Division Director—High | <input type="checkbox"/> IT Specialist (Security)—High |
| <input type="checkbox"/> Financial Specialist/Accountant/ Budget Analyst—Moderate | <input type="checkbox"/> IT Specialist (System Administrator)—High |
| <input type="checkbox"/> Grants Project Officer—Moderate | <input type="checkbox"/> IT Specialist (Systems Analysis)—Moderate |
| <input type="checkbox"/> Grants Specialist (GS 12 and below)—Low | <input type="checkbox"/> On-Scene Coordinator (all grades, all positions)—High |
| <input type="checkbox"/> Grants Specialist (GS 13 and above)—Moderate | <input type="checkbox"/> Permit Writer—Moderate |
| <input type="checkbox"/> HR Specialist (Benefits)—Moderate | <input type="checkbox"/> Public Affairs Specialist/Community Involvement Coordinator—Moderate |
| <input type="checkbox"/> HR Specialist (Classification)—Low | <input type="checkbox"/> QA Scientist—Moderate |
| <input type="checkbox"/> HR Specialist (ER/LR)—Moderate | <input type="checkbox"/> RCRA Corrective Action Officer—Moderate |
| <input type="checkbox"/> HR Specialist (Generalist)—Moderate | <input type="checkbox"/> Remedial Project Manager—Moderate |
| <input type="checkbox"/> HR Specialist (Staffing)—Moderate | <input type="checkbox"/> Site Assessment Manager—Moderate |
| <input type="checkbox"/> HR Specialist (Training)—Low | <input type="checkbox"/> Support Services Specialist—Moderate |
| <input type="checkbox"/> Inspector—Moderate | <input type="checkbox"/> Toxicologist—Moderate |
| <input type="checkbox"/> IT Specialist (Application Software)—High | |
| <input type="checkbox"/> IT Specialist (Customer Service)—Moderate | <input type="checkbox"/> OIG Employee (all grades, all positions)—High |
| <input type="checkbox"/> IT Specialist (Data Management)—Moderate | <input type="checkbox"/> Other Known High-Risk Position—High |
| | <input type="checkbox"/> Supervisor of High-Risk Employee(s)—High |

3. Requires access to classified information or materials? ☐ Yes ☒ No (If "Yes," include clearance justification w/package.) What clearance level is required? ☐ Secret ☒ Top Secret

NOTE: If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. Requires access to sensitive information or materials? ☒ Yes ☐ No (If "Yes," check all that apply.)
- | | |
|--|---|
| <input type="checkbox"/> EPA's financial resources/records | <input type="checkbox"/> Confidential business information |
| <input type="checkbox"/> Proprietary information | <input checked="" type="checkbox"/> Personally identifiable information (e.g., address) |
| <input type="checkbox"/> Audits (e.g., financial reviews) | <input checked="" type="checkbox"/> Sensitive personally identifiable information (e.g., SSN, date of birth) |
| <input type="checkbox"/> Investigations (e.g., CID) | <input type="checkbox"/> Other information that, if compromised, could cause harm (describe on separate page) |
5. The scope of this position is: ☐ Local ☒ Regional ☐ National ☐ Global
6. The impact/potential harm this position could cause would be: ☒ Internal to EPA ☐ Multi-Agency/Government-wide ☐ Beyond the Government
7. Position is a presidential or political appointment: ☐ Yes ☒ No
8. Requires access to hazardous or dangerous material (nuclear, biological, or chemical): ☐ Yes ☒ No
What materials are involved? _____
9. Makes policy that affects AAship, Regional or Agency operations (not simply local branch or section operations):
☐ Yes ☒ No Describe: _____
10. Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off: ☒ Yes ☐ No
11. Obligates the agency to take action or spend funds: ☐ Yes ☒ No
What actions? _____
What amount of funding typically? _____ What is the ceiling? _____
12. Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations: ☒ Yes ☐ No (If "Yes," check all that apply.)
- | | |
|--|--|
| Communicates with: | Communication methods: |
| <input checked="" type="checkbox"/> EPA personnel | <input checked="" type="checkbox"/> Shares factual information (e.g., technical or policy reports, outreach, or public relations material) |
| <input checked="" type="checkbox"/> Government entities outside of EPA | <input checked="" type="checkbox"/> Participates in meetings, conferences, or seminars |
| <input checked="" type="checkbox"/> Audience beyond government, including media, private industry, academia, environmental interest groups | <input type="checkbox"/> Posts material on the EPA intranet or public website |
| | <input checked="" type="checkbox"/> Represents agency or negotiates/defends significant or controversial matters |
13. Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications: ☐ Yes ☒ No
What systems/programs are involved? _____
14. Directly enforces health regulations and/or protects public safety: ☒ Yes ☐ No
15. Investigates or audits government or nongovernment personnel, programs, and/or activities: ☐ Yes ☒ No
(Note: Relates to investigating and auditing, but not simply overseeing.)
What personnel, programs, and/or activities are involved? _____
16. Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure: ☐ Yes ☒ No (Note: Does not apply to positions that only use IT systems.)
17. Requires official EPA credentials: ☐ Yes ☒ No
(Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
18. Other unique or critical characteristics/duties/requirements not previously covered? ☐ Yes ☒ No
Describe: _____

(b) (6)

Title

Date